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ABSTRACT

Grants have been made to eight states (Alabama, Colorado, Massachusetts, Michigan, Minnesota, Ohio, Washington, and Wisconsin) to develop a system of occupational information for career seeking individuals. Program objectives are to publicize careers available, provide knowledge of information centers, counseling, and training programs for these careers, and assist in decision-making for career satisfaction. Individual reports from the participating states for the first grant year present information under the following headings: name of submitting agency, person to contact for further information, funding level for FY 1976, introduction, information dissemination, information development, system utilization, and organization and staffing. (JAB)

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OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM:

STATE PROJECT SUMMARIES

IR004822

National Occupational Information Service
Employment and Training Administration
U.S. Department of Labor
Washington, D.C.
February 12, 1976

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OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM

Introduction

Through a program of grants to eight states, the Department of Labor is encouraging the development and extension of systems to provide occupational information to persons who are in the process of career exploration and decision-making, especially students and out-of-school youth.

This initiative addresses the problem that most young people enter the labor force with minimal and oftentimes erroneous information about the world of work. Occupational information that is available tends not to be assembled for ready use in schools and social service agencies. This information frequently has no relevance to the particular local situation and is often out-of-date and incomplete.

Objectives of the Program

Department of Labor grants will support efforts to compile, appraise, and disseminate existing occupational information to a wide range of potential users. The program will aid people in the process of choosing jobs and careers by providing them with current, accurate, and locally relevant occupational information. Specific objectives are as follows:

1. To help students and others learn about and understand the range of career opportunities presently available and likely to be available in the future.

2. To help entrants into the labor force become aware of occupations which they would find acceptable and personally satisfying.

3. To encourage persons in the process of career exploration and decision-making to seek out vocational information on their own.

4. To increase awareness of major sources of occupational information for acquiring knowledge of occupations and training.

5. To provide support for related programs, including career education and employment counseling, and manpower and educational planning.

Program Activities

1. Establishment of an occupational information system staff within the states receiving grants. The staffs include a director and experts in the field of information development and user services.

2. Establishment of a policy making board or consortium made up of representatives of key institutions representing both the users and producers of occupational information.

3. Compilation and appraisal of existing occupational information from a wide variety of sources for a wide range of potential users.

4. Adoption of a delivery system to disseminate occupational information to persons in the process of career exploration and decision-making.

5. Provision of services to schools, manpower agencies and other organizations using the system.

6. Provision of adequate training for both the Occupational Information System and user agency staffs.

Eight grants to establish occupational information systems were made early in FY 1976. Grantee States are Alabama, Colorado, Massachusetts, Michigan, Minnesota, Ohio, Washington, and Wisconsin. Grantees were selected by the degree to which they propose to meet program objectives, standards, and guidelines with regard to information development, information delivery, and organizational structure.

Funding will continue in these states over a period of 3-4 years. The first grant year will be devoted primarily to start up activities in connection with each of the program activities listed above. By the beginning of the second grant year, it is anticipated that occupational information systems will be operational in each of the participating states and that significant segments of the target groups in one or more large geographic areas will be receiving services. By the fourth grant year, plans are for the systems to be statewide and serving a major share of potential users.

After the first year of developmental activity, the Federal share for information development costs will gradually decline as the program becomes self-supporting. State and local governments and the user agencies themselves will be expected to make arrangements to bear information delivery or hardware costs from the outset.

National Occupational Information Service

A national office to administer this grants program has been established in the Manpower Administration. It will provide technical assistance and training to grantees and others in the development, maintenance, and improvement of occupational information systems, and a clearinghouse for organizations and individuals wanting to know about current national, state, and local efforts to develop and disseminate occupational information.

January 28, 1976

Alabama Occupational Information System

Submitting agency: The Office of the Governor

Person to contact for further information: David E. Sawyer
Executive Director
State of Alabama
Occupational Information System
First Alabama Bank Building
901 Adams Street
Montgomery, AL 36104

Funding level, FY 1976: $352,240

Introduction

The Alabama Occupational Information System (AOIS) will provide career and occupational information to students in secondary and post-secondary institutions as well as to clients of State Employment service offices, and rehabilitative institutions. Target populations will include students of both public and private schools, technical colleges, and junior and community colleges and universities; special groups including the disadvantaged, handicapped, women and minorities, trainees of programs associated with CETA, and the unemployed and underemployed. The AOIS will serve as an "interpreter" between data gathering agencies and persons seeking an awareness of occupations they would find acceptable and personally satisfying.

Information Dissemination

The AOIS will disseminate information by means of an interactive computer system utilizing terminals. Accessing strategies will include the worker traits approach and the Guidance Information System developed by the Time Share Corporation. This is a multimedia approach whereby the computer coordinates references to additional media (microfiche and hardcopy). The smaller sites, which will utilize op scan equipment, will be visited with portable temporary terminals on a four to eight week rotational basis for use by those desiring additional computerized information.

Information Development

Initially, the AOIS will include information on approximately 380 occupations reflecting the occupational structure of the communities to be served and will also include occupations of statewide and national significance. These occupations will reflect all levels of preparation and training and take into account the needs of the target populations.

Flexible and alternative kinds of data files will be available providing occupational as well as educational and training information. These files will include, but not be limited to, the following.

1. The National Occupational File--National and regional, with occupational descriptions, educational and training requirements, and economic data.

2. The State Occupational File--With Statewide data as well as data initially on 3 major sub-state areas.

3. The State Occupational Training File--Course offerings in public and proprietary vocational, technical and trade schools and non-degree training programs lasting four calendar weeks and over.

4. The Two-year College Information File--400 characteristics on over 1000 two-year degree granting institutions.

5. The Four-year College Information File--600 characteristics on over 1600 colleges, and universities.

6. The Scholarship & Financial Aid File--Representing over $750 million in aid.

System Utilization

Alabama proposes to purchase and/or lease the initial hardware for information delivery during the first operational year (second grant year). These purchases will provide computer terminals and microfiche hardware to various user agency sites in three SMSA areas--Birmingham, Mobile, and Montgomery--identified for the first operational year. In addition, sufficient hardware will be purchased to accomodate portable terminals for rotating among other user agencies within the identified geographic areas.

During the first year, as many as 49,000 secondary school, 20,000 community college, and 31,000 employment service clients could be reached, with significant services to other groups including veterans, vocational rehabilitation clients, and correctional institution inmates. By the fourth grant year, AOIS will be a statewide system serving the major share of potential users.

Organization and Staffing

The AOIS consortium will consist of representatives from the following organizations: Local Boards of Education, Junior Colleges, State Technical Colleges and Institutes, State Four-year Colleges and Universities, Private Secondary Schools, Private Colleges, Business Organizations, Chambers of Commerce, State Employment Service Agencies, Hospitals and Nursing Homes, Public Libraries, Labor Organizations, State Rehabilitation Agencies, Trade and Professional Associations, U. S. Government Agencies, and other state and regional agencies.

A constitution is provided which vests in the AOIS Board of Directors complete authority to establish, modify, or rescind policies of the Alabama Occupational Information System. The constitution provides for the nomination and election of officers by the Board.

In addition to a director, the staff of the AOIS will include an information development manager, a user services manager, three information development specialists, three user services specialists, a business manager, a data processing manager and four secretaries, plus FTE personnel from cooperating state agencies.

January 28, 1976

Colorado Career Information System

Submitting agency: Executive Budget Office

Person to contact for further information:
Pauline A. Parish
Director
Colorado Career Information System
University of Colorado
Willard Administrative Center Room 7
Boulder, Colorado 80302

Funding level, FY 1976: $331,856

Introduction

The Colorado Career Information System (COCIS) will provide career and occupational information to public school, post secondary, and university students; and to clients of State employment security offices, social service agencies, and correctional and rehabilitative institutions. The system will serve youth making career choices as well as workers seeking job changes.

Information Dissemination

To produce an integrated state system, modifications will be made to the three delivery systems. Two are computerized; the third is a microfiche system. Modifications will create standardized data bases, expanded accessing strategies, and extensive systems coverage throughout the state.

The Colorado Career Information System (COCIS) will have the Colorado Computerized Vocational Information System (COCVIS) as its primary delivery system, including its six information files.* This delivery system will be modified to include the following features of the Occupational Information Accessing System (OIAS): the accessing strategy; occupational descriptions to reflect local data; and information files reworked to conform to the CVIS data base. Secondary delivery systems are OIAS which will serve locations not equipped to receive COCIS. Colorado will add parts of the Discover software package to their system. The Colorado Vital Information for Education and Work (COVIEW), a microfiche system will operate in areas with no computer systems.

The OIAS accessing, or search, strategy relates occupationally relevant personal responses through a questionnaire known as Quest to the universe of occupations. A similar search strategy will be developed for COVIEW and the COVIEW format will be made compatible

*National Occupations, National College Search, Colorado Apprenticeships, Employment After High School, Colorado Vocational, Trade-Technical Schools and Community Colleges, National and Colorado Military Information

to that of the computer-based systems. Off-line media such as audio/video tapes and films, audio cassettes, and printed materials will be used also at both computer terminal locations and COVIEW sites. Both "on-line" and "off-line" feedback from users will be provided to developers of occupational information.

Information Development

There will be approximately 250-400 occupations in COCIS. The selection of occupations will reflect the occupational structure of the state as a whole and that within each of the major labor market regions of the state, and will reflect all levels of preparation and training. Many occupations will include national, state, and labor market regional information. There will, also, be information on employment, training opportunities, and education.

Localized information will include current employment, employment outlook, training opportunities, educational and salary information, employers, visit file information, etc. State level information will include licensing requirements, unions, bibliographic file information and information on women's career opportunities. National level information will include descriptions of job duties, tools, working conditions, personal and educational requirements and military information.

Data will come from the State Department of Labor and Employment, State Department of Commerce and Development, U.S. Department of Labor, Regional Council of Governments, and other national, state, and local agencies. The computerized-based delivery systems will have nine files:

1. Occupations File--The primary file including descriptive information about occupations, requirements of occupations, and economic information.

2. Employers File--Will give users relevant information concerning approximately 250 major employers from all regions of Colorado.

3. Education File--Will contain information regarding education and training, statewide and nationally.

4. Visit File--Will give personal contact sources for offering information about specific occupations contained in COCIS.

5. Bibliographic File--Will refer a user to occupational and related information not contained in the system.

6. Community Human Resources File--Will provide information on available formalized field trips, internships, etc.

7. Military File--The existing COCVIS military file, describing career fields within the military.

8. Employment After High School File--Will provide job search information--finding a job, a job selector game, resume writing.

9. Women's Career Counseling File--Information on non-traditional occupations, employment myths, job search strategies for women.

System Utilization

COCIS will begin with delivery to eight county seats, to 11 high schools in the suburban Denver area, and to the Boulder, Denver, and Colorado Springs campuses of the University of Colorado. Test sites will also be selected in other areas to evaluate the use of COCIS among key target populations. COVIEW will continue to service other areas not covered by the computerized systems. The COCIS system is expected to cover the entire state within 3 years.

Organization and Staffing

There will be a consortium of fifteen to seventeen members representing all users of the system, as well as the organizations providing information and expertise to the system. Seven of these members shall be permanent with the remainder being rotating. Permanent members include: the Department of Labor and Employment, Department of Education, Board of Community Colleges and Occupational Education, Colorado Commission on Higher Education, Executive Budget Office, Department of Institutions, and Department of Social Services. A constitution provides the consortium shall act for the Governor in having the sole authority over the COCIS.

The staff will consist of the following: an executive director, two assistant directors, two information development specialists, two user specialists, five graduate students (part-time), an administrative assistant, and three clerical staff.

January 28, 1976

Massachusetts Occupational Information System

Proposal submitted by: Executive Office of Manpower Affairs
Charles F. Hurley Building
Government Center
Boston, Massachusetts 02114

Person to contact for further information: Dr. Thomas Welch
President
Massachusetts Occupational Information Systems Inc.
~~Executive Office of Manpower Affairs~~
~~Charles F. Hurley Bldg.~~ Wellesley Office Park
~~Government Center~~ 60 William St.
~~Boston, MA 02114~~ Wellesley Hills, Mass 02181

Funding level, FY 1976: $326,170

Introduction

The Massachusetts Occupational Information System (MOIS) is a joint undertaking by several State agencies and other interested parties to achieve a positive influence on the process by which people choose jobs and careers by providing them with current, accurate, and locally relevant occupational information. In pursuing this goal, the MOIS will: 1) implement a statewide system for the effective dissemination of information capable of being used by a wide variety of persons, 2) develop an information base reflecting as realistically as possible the occupational structure and educational/training resources of the State as a whole and its local areas, and 3) create an organizational structure responsive to user needs and the expertise of major information producers.

Information Dissemination

The MOIS will base its delivery system on the Oregon Occupational Information Access System (OIAS) with some modification. The inter-active computer version of OIAS will be the primary mode used with use of a manual version being contemplated for those sites in which financial support of a computerized system is not feasible. Terminals with hard-copy device and/or teletype terminals will be employed with tie-in to regional computers. The system will also contain a remote on-line capability for updating information. Both direct and "structured" access strategies will be used for obtaining information as the user desires. The direct access approach will permit the user to inquire about any occupation found in the delivery system. The structured access approach will allow the user to relate such variables as interests, aptitudes, physical limitations, and preferences for education, earnings, and geographic location to all occupations in the system and to produce

a list of occupations meeting these criteria for the user to explore. This latter approach also will permit the user to change the above mentioned variables and to obtain a new listing of occupations; hence broadening or narrowing occupational alternatives according to user's needs.

Information Development

The system will include information on approximately 250 occupations which represent about 95 percent of Massachusetts' employment. In addition, the system will be sensitive to obtaining information on newly-emerging occupations as well as any not initially contained in the system but which are of special interest to MOIS users. For each occupation, approximately 20-28 information items will be supplied which will result in approximately 300 word descriptions being created per occupation. The information prepared for the occupational descriptions will include: 1) descriptive information about occupations, e.g. duties and tasks, special tools and equipment needed, working conditions, career advancement opportunities, types of employers, 2) occupational requirements; e.g. personal, legal, general education, and experience requirements; special training needs; and 3) economic information, e.g. current employment, future outlook, base earnings, fringe benefits. This information will be area specific in situations where local variations exist or for topics of specific local interest, e.g. economic information and education and training resources, and statewide, i.e. common to all areas, where local variations do not exist.

In compiling the information necessary for occupational descriptions, a wide variety of both governmental and non-governmental sources will be used such as those from the Massachusetts Department of Employment Security, Massachusetts Division of Personnel, Massachusetts Advisory Council on Education, and the Building Trades Council. All information is to be reviewed at least annually and updates made as required and as data sources permit. Selective reviews also will be made of the information every six months. Persons knowledgeable about specific occupations will be requested to review the descriptions completed as another check on content validity.

The basic information necessary for career exploration is expected to reside in the information files described above. In addition, however, the MOIS will contain references to other information materials which will be located near the system terminals at user sites. These materials will include such items as bibliographic references for further reading, educational and training resources, and sources of additional assistance and information in the area, e.g. employment offices, training centers. The materials will be designed to provide a systematic process which will permit the user to further investigate occupations of interest.

In presenting information, provision will be made to vary the length and detail of the information in order to accommodate the user who wants only an overview of an occupation as well as one who is seeking only selective information. The format and language levels used also will be designed to service individuals having relatively poor reading skills.

System Utilization

The MOIS will model its delivery system generally on the Oregon OIAS computerized system. Implementation of the Massachusetts OIS will involve three phases. In Phase I (months one through six) the OIAS will be modified as necessary to reflect basic differences in Massachusetts conditions, and preparations would be made for installing and testing the prototype system at six varied locations in the Boston area, including educational institutions and service agencies. In Phase II (months seven through twelve), the basic prototype system will be tested and will be undertaken in Phase II on a "second-generation" system incorporating various improvements in data presentation and decision-making techniques. Preparation will also be undertaken for possible installation and prototype testing of the second-generation system at six additional locations. Phase III, the beginning of the extension to a statewide program, will occur in second year grant. By the fourth grant year the system is expected to serve two-thirds of the state's senior high school population (c. 300,000 users) and significant numbers of other groups served by such institutions as community colleges, technical institutes, four-year colleges, CETA manpower agencies, vocational rehabilitation offices, libraries, correctional institutions, and Model Cities offices.

Organization and Staffing

The MOIS will be established as a non-profit corporation. The Board of Directors will act as the policy-making body and will supervise the activities under this grant agreement for the Massachusetts Occupational Information Service. The Board will include representatives from the following: Executive Office of Manpower Affairs, Department of Education, Division of Employment Security, organized labor, business, and user groups.

During the first year, the daily operations of the MOIS will be conducted by a staff of 12 persons (9 professional). In addition to the Director, the professional staff will consist of a Deputy for Information Development, information development specialists, a User Services Manager, a user services specialist, an evaluation specialist, and a Business Manager.

January 28, 1976

Michigan Occupational Information System

Proposal submitted by: Superintendent of Public Instruction
Michigan Department of Education
124 West Allegan
Lansing, Michigan 48904

Person to contact for further information: Dr. Rod W. Durgin
Director, Michigan
Occupational Information System
Vocational-Technical Education Service
P.O. Box 928
Lansing, Michigan 48904

Funding level, FY 1976: $339,733

Introduction

The Michigan Occupational Information System (MOIS) is a cooperative effort of a number of State agencies and other interested parties to provide the means by which persons have access to valid and reliable occupational information on which to base career decisions. In pursuing this goal, the MOIS will: 1) provide appropriate information dissemination systems capable of being used by a wide variety of persons, 2) develop an information base reflecting as realistically as possible the occupational structure and educational/training resources of the State as a whole and its local areas, and 3) create an organizational framework responsive to user needs and the expertise of major information producers.

Information Dissemination

The MOIS will disseminate information by means of two delivery systems. The first, the Basic Occupational Information System, will incorporate and integrate elements of two existing systems -- Vital Information for Education and Work (VIEW) and the Instant Career Program Directory (ICPD). View is microfiche-based and utilizes reader-printers for information delivery. The ICPD utilizes a statewide toll free phone network to disseminate information on post-secondary program offerings and financial aid data. In addition, users of ICPD receive a printed response by mail within three work days.

The second delivery system to be used by MOIS will be the Interactive Occupational Information System. This system will utilize an interactive, computerized mode with either teletype terminals or cathode ray tubes as the delivery mediums.

Both the Basic and Interactive Occupational Information Systems will use a common information base and "structured" access strategy. The structured access strategy will allow the user to relate such variables as interests, abilities, and physical requirements to all occupations contained in the system, thereby producing a list of occupations meeting those criteria for the user to explore. Both systems also will permit direct access by the user of any information contained in their files.

Information Development

The MOIS will include information on approximately 200-400 occupational categories to reflect the universe of occupational possibilities within the state. Efforts will be made to identify newly-emerging occupations and the interrelationships between military and civilian occupations. The occupational information to be presented will include: 1) descriptive information about occupations, e.g., duties; machines, tools, equipment, and work aids used; work environment; work schedules; career advancement opportunities; hiring channels; 2) occupational requirements, e.g., personal requirements such as interests, aptitudes, physical demands, and preparation requirements such as general education, specific vocational preparation, work experience, licensing, and 3) economic information, e.g., current employment, future outlook, earnings, fringe benefits, special costs to workers. Local data will be provided for all topics to the extent available and relevant, i.e., where there is local variation.

In addition to the above information, several supplementary files will be created. The files will include information on high school subjects required or helpful for preparing for an occupation, post-secondary education programs and their relation to occupational preparation, and information on Michigan's two- and four-year colleges, universities, private schools, and apprenticeship programs.

The information base needed to provide information for the MOIS will be derived from a number of sources. These sources will include the Michigan Employment Security Commission, Department of Civil Service, Michigan Department of Education, trade unions, professional associations, and other governmental and non-governmental bodies. All information is to be reviewed at least annually and updated as required and as data sources permit. To assist in the verification of information accuracy, technical advisory committees will be established.

System Utilization

The Basic Occupational Information System will be made available to interested public schools and community colleges in the second grant year. During that year, pilot testing of the system will be undertaken in selected non-educational institutions and populations throughout the state.

The interactive Occupational Information System will be developed and pilot tested in a high impact area during the initial grant year. In subsequent grant years the system will expand its operations to other areas of the state.

By the fourth grant year the basic and interactive systems combined are expected to serve at least two-thirds of the state's secondary school students and significant numbers of other users in community colleges, four-year colleges, Employment Service agencies, manpower training programs, vocational rehabilitation agencies, and corrections institutions.

Organization and Staffing

The Michigan Occupational Information System will be advised by the Michigan OIS Advisory Board which is a formal extension of the Michigan Career Education Commission. Its membership, reflecting a variety of interests including both information users and producers, the Board will include representation from the Michigan Department of Labor, the Superintendent of Public Instruction, the Michigan Employment Security Commission, the Michigan Department of Commerce, community colleges, public school systems, private schools and colleges, CETA Prime Sponsors, Career Education Commission, business, organized labor, and users (counselors, students, etc.).

The daily operations of the MOIS will be conducted by a staff of nine persons (six professional). The professional staff will consist of the Director, Information Development Manager, User Services Manager, and specialists in information development and user services. In addition, two staff positions will be supported by a sub-contract with the Michigan Employment Security Commission for part of the system's information development activity.

January 28, 1976

Minnesota Occupational Information System

Proposal submitted by: Minnesota Higher Education Coordinating Commission

Person to contact for further information:

James R. Spensley
Executive Director, MOIS
720 American Center Building
160 E. Kellogg Boulevard
St. Paul, MN 55101

Funding level, FY 1976: $301,805

Introduction

The Minnesota Occupational Information System (MOIS) will address the need to improve the accessibility, local relevance, and timeliness of occupational information available to youth and adults for making good career decisions and smooth job transitions at key points in their career-life. MOIS will initiate a coordinated occupational information system, comprehensive in scope, and flexible in delivery mode to meet the needs of public school students and other groups and agencies such as all employment service offices, CETA prime sponsor facilities, correctional institutions, vocational rehabilitation, and Indian reservations.

Information Dissemination

The MOIS will disseminate information by means of an interactive computer system with an overlay system or needle sort card deck for sites that lack computer capability. In addition, media include printed briefs and audio cassettes. The MOIS accessing strategy will be based initially on the Quest instrument developed by the Oregon Occupational Information Accessing System (OIAS). An innovation will be a modification to allow a user to specify the information topic(s) of interest and compare several occupations on selected topic(s) at the same time.

Information Development

MOIS will provide information on 250-300 occupational categories. Manpower requirements of the state and local labor markets, the availability of data for developing occupational information and the cost of updating will determine the selection of occupations.

There will be six occupational files as follows:

1. Occupational Descriptions File--Occupational descriptions, educational and training requirements, and economic information will be provided. Will include information on related occupations that have similar skill or knowledge requirements. Occupations related in terms of skills and knowledge will be identified through the Dictionary of Occupational Titles (DOT), occupational clustering schemes, analysis of occupations entered by individuals graduating from similar programs, and comparisons of occupational task analysis results.

2. Bibliographic File--References to additional information about each occupation.

3. Visit File--List of people to visit to learn about each occupation.

4. Attributes File--Will provide a list of attributes (e.g. factors of physical limitations, regional location and city-size preferences, amount of educational preparation needed, working conditions, aptitudes, interests, entry level wages) for each occupation related to items in the Quest questionnaire. This file will enable the user to benefit from the occupational profile information related to all the items in the Quest questionnaire which may not be described in detail in the occupational descriptions file noted above.

5. Explorer Post File--Will be established based on information provided by the Exploring Division, Indianhead Council, Boy Scouts of America. This file will direct students to occupational Exploring Posts in Minnesota which provide young people a chance to explore occupations through lectures, field trips, "hands-on" work experiences, etc.

6. Existing Educational Files--Will be coordinated and supplemented by MOIS where possible without large expenditures. Hopefully, some State funding will be available to assist in developing complete educational files.

System Utilization

The first year will be spent primarily in developing and packaging the information that will eventually be delivered. Only incidental delivery will result from the pilot projects planned for the spring of 1976. Within 4 years, MOIS will have a dissemination network to

over 800 locations which will include Minnesota's 450 secondary schools, students in Minnesota's 18 community colleges, seven state colleges, 23 private colleges, 32 Area Vocational Technical Institutes, and the 5 campuses of the University of Minnesota. When the system is fully operational it is expected that some 268,000 secondary students would be served; some 22,000 Division of Vocational Rehabilitation clients; over 50,000 post-secondary students; and about 18,000 handicapped covered by CETA programs.

Organization and Staffing

The MOIS board will consist of 13 voting members and one nonvoting member representing agencies and organizations that can provide essential input for both producers and users of occupational information. Members will be as follows: The Commissioner of Employment Services, the Commissioner of Education, the Executive Director of the Governor's Manpower Office, the Director of the State Planning Agency, the Chancellor of the State Community College System representing the Higher Education Advisory Council, or their designees, and the State Affirmative Action Officer. The Governor will appoint one representative from the Minnesota business and industrial community and one from the labor community. The Director of the Minnesota Higher Education Coordinating Commission or his designee shall serve as a nonvoting member, act as Secretary Treasurer, and appoint one local office representative of the Minnesota Department of Employment Services nominated by the Commissioner of Employment Services, one student and one counselor nominated by the Commissioner of Education, one client of the CETA Program nominated by the Executive Director of the Governor's Manpower Office, and one student nominated by the Higher Education Advisory Council. The MOIS Board shall select its Chairperson and Vice-Chairperson from among the voting members. A constitution gives the board complete authority to establish, modify, or rescind policies of the MOIS.

The MOIS staff will consist of eight professionals and three clericals: an executive director, an information development manager and four information development specialists; a user services manager and a user services specialist.

January 28, 1976

Ohio Occupational Information System

Proposal submitted by: James A. Duerk
Director, Department of Economic
and Community Development
Division of Human Resource Development
30 E. Broad Street
Columbus, Ohio 43215

Grantee agency: Bureau of Employment Services
145 South Front Street
Columbus, Ohio 43215

Person to contact for
further information: Paul B. Miller
Executive Director
Ohio Career Information System
145 South Front Street
Columbus, Ohio 43216

Funding level, FY 1976: $344,692

Introduction

The State of Ohio proposes to provide an awareness of job or career availability and accessibility to those persons seeking jobs and career development opportunities. The economy of the State is complex and diversified presenting a labor market similar to the employment mix characteristic to the United States as a whole. The development of the statewide OIS will provide a tool to help users sucessfully understand this broad spectrum of career opportunities. The Ohio CIS has the cooperation and support of the Ohio Bureau of Employment Services, the Ohio Department of Education and the Ohio Board of Regents, the Boards of Education, whose computers will be linked with the State's central computer operation, and various State and national organizations.

Information Dissemination

The main element of Ohio's delivery system is a computerized information system, Guidance Information System II (GIS II), developed by Time Share Corporation. An inward watts line or "Hotline" will also be used to provide service to system users as well as to portions of the state in which the overall delivery system is not yet available. A hotline ombudsman will have access to the computerized data bank and may provide information directly as well as sending a hard copy to the caller based upon the telephone request. Guidance Information System II searches out or accesses its occupational information files on the basis of the worker traits arrangement of the D.O.T.

The Ohio CIS pilot network will consist of a series of time-sharing mini-computers throughout Ohio, with resident data bases. These systems will be linked via data transmission lines to a larger central system in Columbus, operated by the State of Ohio's Department of Administrative Services, which will maintain the data base integrity. The central system is capable of being linked to a national system which may develop as a result of the Ohio CIS pilot project.

Information Development

Ohio plans to provide occupational information on 324 occupations considered to be in greatest demand in the state. The occupations included in the OCIS comprise the great majority (77% of the employed) of the State's labor force. The OCIS information development staff will gather as much relevant state and local economic and labor market information as practical. They have developed a list of the major sources of national, state, and local information and will add to the list as new sources are identified.

The basic occupational information in the system contained in the four basic files will cover all the major topics related to the description of occupations, the requirements of occupations, education and training, and economic information, e.g., nature of duties, working conditions, educational requirements, information on educational and training institutions, outlook, and wage data. Each file will contain geographically specific information, e.g., State and local training requirements, State and local outlook and wages.

The updating of the information will be done on a continual basis. As new information is available, it will be put immediately into the system. Review panels from across the state and, in some cases outside the state, will be asked to comment on the proposed occupational topic for their area and to offer their suggestions. The 324 basic occupations in the system will be classified according to the OVIS 24 interest scales. A review panel consisting of 10 members will be set up for each of the 24 interest areas.

System Utilization

During the first grant year, the Ohio CIS would be in its developmental stage but as various units of the system become operational they would be tested in the Ohio CIS Pilot Network in Cincinnati, Cleveland, Columbus, Dayton, and Toledo. The number of users during this phase could reach 105,000. During the second year of the grant, enough terminals should be in place to serve 210,000 users. Pending supportive career development funding to implement K-10 programs, all school districts in Ohio will have the OCIS program available for use within a five year period.

Organization and Staffing

Information development and dissemination will be performed by a staff of 9 professionals and 3 clerical personnel. The staffing pattern will include a Director, an Information Development Manager, four Information Development Specialists, a User Services Manager, a User Services Specialist, an Ombudsman, a Secretary, and two Information Clerks.

The staff will be responsible to a Board of Directors governed by a constitution. The Board of Directors in conjunction with the Department of Economic and Community Development will have policy-making authority for the Ohio CIS. During the first year of development, the Ohio CIS Board would number about 12 persons who would represent the Department of Economic and Community Development; Ohio Bureau of Employment Services; Ohio Department of Education; Ohio Board of Regents; Administrative Services; Rehabilitation Services Commission, and State Manpower Services Council. Other Board positions could be filled with representatives from the public library, the local prime sponsor, the local school and the State-assisted school of higher education, labor unions and industry.

In addition to having the State Manpower Services Council enforce and participate in the planning, development, and implementation of the occupational information system and serving as a member of the CIS board of directors, the Ohio CIS will insure that the occupational information system data and materials are made available to CETA prime sponsors and clients.

Washington Occupational Information System

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Funding level, FY 1976: $285,907

Introduction

The development of the Washington Occupational Information System (WOIS) has as its major goal the development within Washington of better information for its citizens, especially high school and post secondary students, to make better and viable career choices.

A number of activities have taken place in the State in the area of occupational and manpower planning that relate to the WOIS program. Some of these will be incorporated into the WOIS program. The State has considerable experience already with occupational information systems including Oregon CIS, CVIS and VIEW.

Information Dissemination

To disseminate the occupational information it will produce, Washington will adapt and modify the Oregon Occupational Information Access System both in its computerized and needle sort versions. Washington will adapt the OIAS software to operate on the computers currently installed in the Washington Public Educational Institutions.

The WOIS will have three major components with separate files under these components.

1. The Quest component which allows the searching or accessing of occupations based on the Dictionary of Occupational Titles worker traits arrangement.

2. The occupational information component which will contain the following:

   A. Occupational descriptions for more than 225 occupations. These descriptions will be no more than 300 words in length and will contain from 30 to 35 specific information topics relating to the description of occupations, educational and training requirements and economic aspects of occupations.

   B. A bibliography and book file which will provide references for further reading on particular occupations.

   C. A visit file containing the names of people in the community who could be contacted about their occupations (a local option).

   D. An attribute file containing characteristics of occupations which are used in the structured search.

   E. An explorer post file (a local user option). This file concerns the explorer post program operated by the Boy Scouts of America to provide an opportunity for young people--boys as well as girls--to organize groups (or posts) devoted to the study of selected occupations. It lists the explorer posts, sponsors and contact instructions.

   F. A preparation file. This file will consist of a narrative discussion of the ways to prepare for each occupation in the system and provide references to relevant educational programs.

3. The third component will provide educational information.

   A. Program of Study and Training File.

   B. School Information File.

Information Development

The introduction of the files into the Washington OIS will depend on the development of appropriate information. Information in the occupational component will include the major professional, semi-professional, skilled, semi-skilled, and unskilled occupations. Jobs for the handicapped and disadvantaged will also be produced. The occupational descriptions will include

Washington's local and state as well as national job markets. This information will come from a variety of national, state, and local sources. The educational information component will not be developed immediately but will be introduced as financial sources become available.

System Utilization

Washington's user groups will ultimately include all those young people entering the job market or seeking career and job opportunity information. The initial pilot phase of the project will contact roughly 100,000 persons in institutions in the secondary school system and in post-secondary training or educational institutions in the Puget Sound area. The pilot phase will also test machine and card delivery alternatives for reaching specific ethnic and economic groups in the state whose experience with unemployment has chronically tended to exceed statewide averages. During the second year, delivery will be expanded to broader population segments comprising roughly one-third to one-half of the common and vocational school education populations. During the third project year, the fully developed and self-supporting system will be available to over two-thirds of the state's high school population, all community college students, as well as most social agency populations.

Organization and Staffing

The WOIS will be developed and operated by a staff of eight professionals and two clerical personnel. The staffing structure consists of a Director, an Information Development Manager, four Information Development Specialists, a User Services Manager, a User Services Specialist, an Administrative Assistant, and a Secretary.

The staff will function under the direction of a policy-making board representing the following agencies:

Coordinating Council for Occupational Education
Employment Security
Superintendent of Public Instruction
State Board for Community College Education
Council on Higher Education
Office of the Governor

The WOIS will include the State Manpower Services Council in its planning, development and implementation of the occupational information system and as a member of the OIS board of directors or consortium. In addition, the OIS will insure that the occupational information system data and materials are made available to CETA prime sponsors and clients.

January 28, 1976

Wisconsin Occupational Information System

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Funding level, FY 1976: $299,499

Introduction

The Wisconsin Occupational Information System (WOIS) is a joint effort by several State agencies, institutions, and interested individuals to develop and disseminate accurate, current, and locally relevant occupational information to assist persons making vocational choices. To achieve this goal, the WOIS will: 1) implement a statewide information dissemination system that is attractive to and capable of being used by a wide variety of persons, 2) develop an information base reflecting as realistically as possible the occupational structure and education/training resources of the State as a whole and its local areas, and 3) create an organizational framework responsive to user needs and the expertise of major information producers.

Information Dissemination

The WOIS will base its delivery system on the computerized Guidance Information System II (GIS II) and the Wisconsin Instant Information System (WISC) which uses microfilm aperture cards and reader-printers. Information dissemination with the GIS II system will be achieved primarily by teletype terminals and in some instances by cathode ray-tube (CRT). The computerized system will also contain a remote on-line capacity for updating information. Other media to be used will include audio-cassettes, filmstrips, slides, and printed material. Use of the systems and media mentioned above at any given site will depend in part on the equipment presently available in a user agency; thereby minimizing further investment in various types of hardware.

Both direct and "structured" access strategies will be used for obtaining information as the user desires. The direct access approach will permit the user to inquire about any occupation found in the delivery system. The structured access approach will allow the user to relate such variables as interests and aptitudes to the occupations in the system and to obtain occupations meeting those criteria for further exploration. Repeated use of the structured access approach will also permit a person to narrow or broaden the occupational alternatives according to his/her needs.

Information Development

The WOIS will contain both detailed statements for 250-400 occupations that reflect state, local, and national labor markets and a separate file for 1,300 national occupations. U.S. Office of Education classification numbers which identify educational programs will be referenced also. The information in the system will include the following files:

1. Descriptive Information About Occupations--Duties and tasks, special tools and equipment needed, related occupations having similar skill or knowledge requirements, career advancement opportunities, working conditions.

2. Occupational Requirements--Personal requirements such as aptitudes, interests, physical demands, and preparation requirements such as general education, related school courses, post-secondary training requirements, work experience, licensing.

3. Economic Information--Number employed in the occupation, future outlook, earnings, fringe benefits, special costs to workers.

4. Military Occupations and Training File--Description of available military occupations and training, cross referenced to statewide and local job opportunities to inform young people of training offered by the military appropriate to future employment in the State or local area.

5. Human Resource File--Names of individuals, agencies, unions, associations, etc., willing to help young people understand the world of work.

To support the information contained in the system, WOIS will use a variety of information sources. These will include the Wisconsin Employment Security Division; the Division of Apprenticeship and Training; state, county, and city personnel departments; and private associations. Annual reviews and updates to the information as necessary will be made. To assist in the verification of information accuracy, a technical assistance council will be established.

To accommodate users who want only overviews of an occupation as well as those who seek only selective and/or more detailed information, provision will be made to vary the length and detail of information presented. Persons with low reading skill will be assisted through the use of non-print media such as audio-cassettes, filmstrips, and slides.

System Utilization

During the initial grant year, field test sites will be established in Madison (primary site), La Crosse, Green Bay, and Waukesha. These same metropolitan areas will be the initial delivery sites when the WOIS begins its regular operations at the start of the second grant year. Approximately 67,000 persons are expected to use WOIS in the second year. In the third and fourth grant years, the system will expand its operations to other areas of the state until statewide coverage is achieved. By the fourth grant year, the system is expected to serve at least two-thirds of the state's secondary school population, all vocational rehabilitation clients, and significant numbers of post-secondary vocational students, manpower trainees, welfare clients, and corrections institutions inmates.

Organization and Staffing

The WOIS will be established as a Special Task Force of the Wisconsin Manpower Council (which will act as fiscal agent) but with its own constitution and governing Board of Directors. This Board will have full authority over the system and will be composed of representatives from the following: Department of Industry, Labor, and Human Relations; Department of Administration; Department of Health and Social Services; Department of Local Affairs and Development; Department of Public Instruction; Board of Vocational, Technical and Adult Education; University of Wisconsin System; Wisconsin Higher Education Aids Board; labor and business representatives of Wisconsin Manpower Council; Employment Security Division; and at least four user agency representatives.

The WOIS staff will consist of 11 persons (9 professional) including three members who will be physically located in cooperating agencies but who will be under the administrative responsibility and control of the WOIS Executive Director. Several temporary staff members will be added to assist in information development and evaluation. In addition to the Executive Director, other professional staff include: an Assistant Director, Occupational Information Development Manager, User Services Manager, In-Service Training Supervisor, and specialists in information development, user services, and delivery systems.